

Quotation Request //

US Government Publishing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:417-282

Quotations are Due By:

(Eastern Time)10:00 AM on 04/13/2021

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.**

TITLE: Security Dossier Brown

QUANTITY: 1000 Expansion type file folders with metal fastener Plus (1) Digital Deliverable. Typesetting required.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC on 202-512-0307.

TRIM SIZE: .

Flat size: 18 x 13-7/8"

Front leaf: 9 x 11-3/4"

Back leaf: 9 x 12-5/8" (includes 1-1/8" foldover reinforcement)

FORM NO: 6904 / 7540-FM-001-1258

PAGES: Face only (before construction)

SCHEDULE:

Furnished Material will be available for pickup by 04/16/2021

Deliver complete (to arrive at destination) by 05/13/2021

F.O.B. destination

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Digital Printing Not Acceptable

NOTE: Except for the stock number, form number and edition date, NO MARKING OR IDENTIFICATION OF ANY KIND including government or contractor imprint, job number, plate number, trademark, or other identifying data, may appear on these copies. The stock used for this product must not carry a watermark.

PRODUCT: Expansion-type file folders with a permanently affixed metal fastener.

PRINTING: Folders print type/rule matter in Pantone 186 (Red) ink which appears on face of folders and on foldover reinforcement on Panel 3.

CONSTRUCTION: Die-cut a 7/8 x 9" strip along the bottom front leaf. Reinforce and securely glue a 1-1/8" wide foldover reinforcement edge strip to the inside back leaf along the 9" dimension. Die cut back leaf at bottom (on foldover strip) with a round corner. Follow sample for die-cut. Score the front leaf

vertically along the entire 11-3/4" dimension in 3 places, 1/2" apart; one for folding and two for expansion, fold to a finished size of 9 x 11-3/4" on the front leaf and 9 x 12-5/8" on the back leaf.

METAL FASTENER: The inside of the back leaf (on Panel 3) is to be equipped with a permanently affixed prong type, one piece, rust resistant metal fastener similar to Remington Rand Kompakt, Permclip or other fastener of similar design quality and durability which meet the following requirements;

a. Quality of metal: Fastener to be made of corrosion resistant, plated, bright finish metal or baked enamel finished metal, 0.013" plus/minus 0.001" thickness, Rockwell Hardness F-79 to F-89 and to be of such ductility that it will withstand a minimum of 20 ninety-degree flexing cycles without fracture.

Bend Test: With the fasteners in the normal flat position, bend the prongs to a vertical position, insert one sheet of punched paper on the prongs and bend the prongs back to the flat position. Continue this cycle of bends a minimum of 30 times, taking not less than 1 minute to complete the 30 cycles.

b. Prongs: Width 7/32". Length 2-3/8" to 2-1/2". Spaced 2-3/4" center to center.

c. The fasteners shall be produced with properly maintained dies to insure that the finished product is free from burrs, sharp edges, cracks, flaws, and malformations which may cause injury to personnel or damage to the filed papers. The fasteners shall be free from oil or grease.

d. Kompakt type, or equal, fasteners to be "ribbed" lengthwise for rigidity and strength. Each leaf to be die-cut and embossed so that the base of the fastener will be flush on the outside of the folder with a minimum of thickness and so as not to snag other folders while being removed from or inserted in files. The method of securing the fastener to the leaf must be equal to, or superior to the eight-crimped-over ends style.

or

e. Permclip type, or equal, fasteners to be securely affixed with a permanent type, nonwoven fabric material consisting of 20% polyester, 30% nylon, and 50% cellulose, laminated to the folder with an adhesive which will permanently bond the fastener, remain flexible for the life of the folder and not permit fungus or algae growth. Prongs to be one continuous piece. Folder leaf is not die-cut or embossed.

f. fasteners to be positioned (prongs inside) as follows:

- One at top edge of the inside back leaf, center of fastener 3/4" from the top edge and 4-3/8" from the fold. Follow furnished sample.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is **EXTENDED** from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

DIGITAL DELIVERABLE: Upon completion, the contractor must furnish one CD-R with final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode. CD-R disc must be ISO 9660 compliant.

MATERIAL FURNISHED:

Receive via email after award:

Purchase order.

After award the agency will provide a previous printed sample to the contractor.

Three PDF Print file of a scanned previous print to be used as a manuscript copy. Contractor to typeset 3 line of type, and create rule in same typeface/thickness and type size (font) of the manuscript file.

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

Contractor to download the Labeling and Marking Specifications form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code* P20, High-Finish Folder Stock; Natural and Colors, Basis Size 24 X 36" Basis Weight 150 lbs.

COLOR OF INK:

Pantone 186 Red

MARGINS:

Follow electronic file. Inadequate gripper.

PROOFS:

None Required.

PACKING:

Pack suitably in cartons.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to eafisc2@radium.ncsc.mil. The subject line of this message shall be Distribution Notice for Jacket 417-282, Req. No. 1-00510. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver 1,000 folders (includes 50 Departmental Random "Blue Label" Copies) via traceable means to: Maryland Procurement Office, Attn: 21K0392, 1472 Dorsey Road, Doors 1-3, Hanover, MD 21076.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must

accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

Deliver Digital Deliverable via traceable means to: Maryland Procurement Office, 9800 Savage Road, Suite 6658, Attn: Beth Fisher, Fort Meade, MD 20755-6619. Telephone: (443)479-7649.

All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the contractor.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Furnished Manuscript Copy/Furnished Sample

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Attachment(s): NONE